

BOARD OF COUNTY COMMISSIONERS AGENDA ITEM SUMMARY

Meeting Date: April 19, 2006 Division: Commissioner Dixie Spehar

Bulk Item: Yes No X

Staff Contact Person: Jana Johnson-Willi

AGENDA ITEM WORDING: Approval to accept (2) proposals from GSG, Government Services Group, Inc. dated March 24, 2006. The proposals encompass a retainer agreement to provide special services **by number of parcels** within each future project area, i.e., Big Coppitt, Summerland, Geiger, Cudjoe Keys, etc. and an agreement to provide assistance to the County and its staff in the billing and collection of Stock Island utility Assessments for the **Phase Two area** for Fiscal 2006 – 2007 **based on the county's existing methodology and assessment rates.**

ITEM BACKGROUND: On February 18, 2004, The Board of County Commissioners gave the County Administrator authority to proceed with Scope of Services provided by GSG (Government Services Group) to develop the special assessment roll for the South Stock island utility project.

PREVIOUS RELEVANT BOCC ACTION: On July 14, 2004, The Board of County Commissioners adopted the Stock Island Wastewater Assessment Program Initial Assessment Resolution; describing the property electing to pay annual wastewater assessments to fund the deferred wastewater capacity fee and related costs; determining the deferred capacity fee, interest rate and other costs to be assessed. Establishing the amount and term of the annual wastewater assessment of each parcel of property to be assessed; directing preparation of the initial non-ad valorem assessment roll; establishing a public hearing to consider imposition of the proposed wastewater assessments and the method of their collection; directing the provision of notice in connection therewith; and providing an effective date. Despite the above described action taken, there are a number of properties that did not get included in the initial resolution.

CONTRACT/AGREEMENT CHANGES:

STAFF RECOMMENDATIONS: Approval

Other areas based on # of parcels

TOTAL COST: Stock Island \$13,000

COST TO COUNTY: \$13,000

REVENUE PRODUCING: Yes ☐ No ☒ AMOUNT PER MONTH Year

APPROVED BY: County Atty _____ OMB/Purchasing _____ Risk Management _____

DIVISION DIRECTOR APPROVAL: Dixie M. Spehar

Dixie M. Spehar, Mayor

DOCUMENTATION: Included X Not Required _____

DISPOSITION: _____



GOVERNMENT SERVICES GROUP, INC.

public sector
funding & service
solutions

March 24, 2006

Via Electronic Transfer

Mr. Tom Willi
County Administrator
Monroe County
5100 College Road
Key West, FL 33040

Re: Monroe County Scope of Services: Stock Island Utility Assessment Program Phase Two Area

Dear Mr. Willi,

This correspondence is written pursuant to the proposed retainer agreement between Government Services Group, Inc. (GSG) and Monroe County (County) to provide assistance to the County and its staff in the billing and collection of Stock Island Utility Assessments for the Phase Two area for Fiscal Year 2006-07 based on the County's existing assessment methodology and assessment rates. Because the County did not adopt the resolution of intent to use the tax bill collection method for Fiscal Year 2006-07 for this area, the County will need to collect the special assessments using a separate bill for Fiscal Year 2006-07 to be mailed in November 2006 and will transition to the tax bill collection method for Fiscal Year 2007-08.

Accordingly, Appendix A is Work Order 2006-01 under the proposed retainer agreement which includes a scope of services that focuses on the creation of a Stock Island Phase Two Area assessment program. A separate proposal will be provided by Nabors, Giblin & Nickerson, P.A. for the legal services necessary to develop this assessment program. This scope of services assumes that GSG will use the financial information and calculations originally developed by Public Financial Management for the proposed assessment rates and will depend on the County for the proper allocation of equivalent dwelling units (EDUs) for each parcel of property within the assessment area.

This project will require three separate mailings by the County. The first mailing will survey the property owners regarding their intent to enter the assessment program. The second mailing will provide notice to the affected property owners of their proposed Fiscal Year 2006-07 assessment. The third mailing will be the actual bills for Fiscal Year 2006-07.

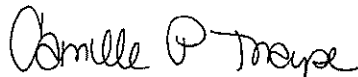
Also included is a list of the project deliverables and a delivery schedule, as well as a payment schedule. Upon notice to proceed, we will immediately develop, and update periodically, a detailed critical events schedule and a schedule for project deliverables tailored to the specific circumstances unique to the County.

Mr. Tom Willi
March 24, 2006
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For services provided by GSG, we will work under a lump sum professional fee arrangement described in the attached scope of services and pursuant to the proposed retainer agreement. A lump sum method of compensation eliminates any uncertainty in the total fee. This proposal assumes that the County will provide assistance in any fieldwork verification and that GSG will be responsible for oversight of the fieldwork. However, if the County determines that it cannot conduct the fieldwork, GSG will supply an additional proposal and fee to provide these services.

We look forward to working with you and the County on this very important project. If you have any questions, please feel free to telephone me.

Sincerely,

A handwritten signature in cursive script that reads "Camille P. Tharpe".

Camille P. Tharpe

/cpt

Enclosures

cc: Chris Traber
Sal Zapulla

Appendix A

SCOPE OF SERVICES

Work Order 2006-01

Proposed Scope of Services

Task 1: **Project initiation** GSG will meet with County staff to finalize the goals and objectives of the project. This may be accomplished by telephone conference.

Task 2: **Assist the County in the determination of property owner participation** GSG and County staff will develop preliminary information regarding potential property owner participation by using at least two sources of data as follows:

- Monroe County assessment database for the Stock Island assessment area
- Most current working files from the ad valorem tax roll from Monroe County Property Appraiser

GSG will use these files to develop and mail a survey to determine interest in participating in the assessment program.

Once the surveys have been delivered, County staff will be responsible for determining the completeness of the surveys including all pertinent information.

Task 3: **Prepare preliminary assessment roll** Once the property owner participation has been determined, GSG will prepare a preliminary assessment roll by performing the following tasks:

- Download the files from the ad valorem tax roll to develop a preliminary electronic database of properties based on their assignments by the Property Appraiser.
- Merge the requisite databases into a preliminary electronic database of properties to comport with the requirements of the assessment methodology.
- Use a series of queries and selection criteria to identify properties requiring further evaluation and fieldwork analysis.
- Determine geographic areas to be included within the assessment program and the parcels within those geographic areas.

Task 4: **Develop a preliminary assessment methodology** Using the data and criteria established by the legal advisors, GSG will develop a preliminary assessment methodology based on the proposed projects, their location and properties benefited by the projects.

Task 5: **Assign assessment amounts for each property owner** GSG will work with the County's financial and legal advisors to determine the total number of billing units and assign the assessment amounts based on the assessment methodology and determine revenue generation.

- Task 6: Prepare final assessment roll** GSG will prepare the final assessment roll that will implement the assessment program and will be used to prepare the separate bills for Fiscal Year 2006-07.
- Task 7: Advise and assist with implementation requirements** GSG will advise and assist with the legal requirements for adoption of the final rates and certification of the assessment roll including: a) the development of the first class notice and its distribution, b) publication of the public hearing, and c) attendance at the public hearing.
- Task 8: Assist with Billing Process** Assist in mailing the separate bills to the affected property owners. Advise the County on finance and accounting procedures to monitor the separate billing process.

PROPOSED FEES

Pursuant to the proposed retainer agreement, the lump sum fee for the proposed scope of services for GSG is \$7,500. The lump sum fee includes expenses related to actual costs associated with photocopies, long distance telephone charges, overnight delivery services and travel-related expenses. A lump sum method of compensation eliminates any uncertainty in the total fee. It is estimated that the fee for the Fiscal Year 2007-08 annual assessment program to transition the program to the tax bill will be approximately \$5,000.

The lump sum fee will be due and payable on the following basis (assuming notice to proceed occurs by April 1, 2006) as follows:

Payment	Schedule
25% of lump sum fee	May 2006
25% of lump sum fee	July 2006
25% of lump sum fee	September 2006
25% of lump sum fee	November 2006

The lump sum fee does not include the costs of producing and mailing the property owner surveys, first class notices and separate bills. These costs depend on the number of assessable parcels of property within the County. However, mailing and production costs are \$1.25 per parcel and are due and payable upon one week prior to the survey, upon the adoption of the preliminary assessment resolution and on November 1, 2006 for the separate bills.

Including one on-site visit by GSG to conduct data collection, the lump sum fee for professional services includes an aggregate of one additional on-site visit to the County by GSG staff to meet with elected officials or property owners, if required. Meetings in excess of those contemplated may be arranged at our standard hourly rates.

Critical Events Schedule

Deliverable	Schedule
Notice to Proceed	April 1, 2006
Determine Property Owner Participation	May 1, 2006
Develop Assessment Methodology	June 1, 2006
Create Preliminary Assessment Roll	July 2006
First Class Notices	July 2006
Public Hearing to Adopt Rates	August – September 2006
Send Separate Bills	November 2006

The lump sum fee will be due and payable on the following basis (assuming notice to proceed occurs by April 1, 2006) as follows:

Payment	Schedule
25% of lump sum fee	May 2006
25% of lump sum fee	July 2006
25% of lump sum fee	September 2006
25% of lump sum fee	November 2006



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March 24, 2006

Via Electronic Transfer

Mr. Tom Willi
County Administrator
Monroe County
5100 College Road
Key West, FL 33040

Re: Monroe County Scope of Services: Utility Assessment Programs

Dear Mr. Willi,

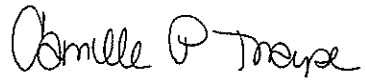
This correspondence is written to present a proposal for Government Services Group, Inc. (GSG) to provide specialized assistance to Monroe County (County) and its staff in the development and implementation of the proposed special assessment programs to fund wastewater services within the unincorporated areas of the County. It is our understanding that the County intends to construct wastewater improvements in several areas of the County over the next several years to be funded by the imposition of special assessments; the assessments will be collected using the tax bill collection method. Further, the County would like to retain GSG to assist the County in the development and implementation of each of these assessment projects. In that regard, GSG proposes that the County and GSG enter into a retainer agreement to provide these assessment services and develop each area's assessment program on a work order basis under the terms of the retainer agreement. This proposal would allow for some efficiency in the development of the assessment programs and cost-effectiveness for GSG's services.

Accordingly, Appendix A provides a proforma scope of services for these work orders. A separate proposal will be provided by Nabors, Giblin & Nickerson, P.A. for the legal services necessary to develop these assessment programs. For services provided by GSG, we will work under a lump sum professional fee arrangement described in the attached scope of services. A lump sum method of compensation eliminates any uncertainty in the total fee. This proposal assumes that the County will provide assistance in any fieldwork verification and that GSG will be responsible for oversight of the fieldwork. However, if the County determines that it cannot conduct the fieldwork, GSG will supply an additional proposal and fee to provide these services.

Mr. Tom Willi
March 24, 2006
Page 2

We look forward to working with you and the County on this very important project. If you have any questions, please feel free to telephone me.

Sincerely,

A handwritten signature in black ink, reading "Camille P. Tharpe". The signature is written in a cursive style with a large initial "C".

Camille P. Tharpe
/cpt

Enclosures

cc: Chris Traber

Appendix A

SCOPE OF SERVICES

Proforma Scope of Services

- Task 1: Project initiation** GSG will meet with County staff to finalize the goals and objectives of the project. This may be accomplished by telephone conference.
- Task 2: Evaluate project data and review apportionment methodology** Evaluate the project information obtained from County staff. Such data may include the GIS database, information developed by Monroe County staff, tax roll information, and maps depicting the location of proposed improvements. An analysis of the proposed improvements will be performed and the benefited properties will be identified.
- Task 3: Develop database** GSG will obtain files regarding the tax roll and assessment program data to perform the following tasks:
- Download the files from the ad valorem tax roll to develop a preliminary electronic database of properties based on their assignments used by the Property Appraiser.
 - Obtain necessary information from County staff and other sources related to the methodology and apportionment of costs to be used for the assessment program.
 - Merge the requisite database into a preliminary electronic database of property uses to comport with the requirements of the preliminary assessment methodology.
 - Use a series of queries and selection criteria to validate the common characteristics among the categories or classes and identify properties or buildings requiring further evaluation and fieldwork analysis.
- Task 4: Create preliminary assessment roll** Using the tax roll files and the assessment database created in the previous task, GSG will create a preliminary assessment roll.
- Determine geographic areas to be included within the assessment program and the parcels within each project's geographic area.
 - Apply apportionment methodology to assessment database to test the data validity and legal sufficiency.
 - Determine the total number of billing units based on the apportionment methodology and determine revenue requirements.
 - Develop and apply the schedule of rates using the apportionment methodology and revenue requirements for the assessment program.
- Task 5: Determine the assessment revenue requirements** Review the funding requirements of the proposed improvements, including debt service requirements (if applicable). Based on these funding requirements, determine the total assessment revenue requirements for the proposed projects including program implementation costs and annual costs.
- Task 6: Review of legal documents** Review of the implementing resolutions and documentation associated with the creation of the indicated assessment programs.
- Task 7: Preparation of final assessment rates** Assist the County with the final rate adoption process for the assessment program including (a) the legal requirements for any public hearings, (b) the development of appropriate published notice and/or printing, stuffing and mailing of any

notices or bills and (c) the development of a public information sheet to be mailed with the bills or notices (if necessary).

- Task 8: Prepare final assessment roll** Based on the prepayments collected by the County, GSG will prepare the adjusted final assessment roll that will implement the assessment program and will interface with the Monroe County Tax Collector.
- Task 9: Establish collection and payment procedures** Coordinate with the Monroe County Tax Collector's Office and appropriate County staff to establish the system and procedures for collection of assessment payments.
- Task 10: Certify final assessment roll in conformance with uniform method** Using the final assessment roll and updating any changes or modifications, GSG will prepare a file on compatible electronic medium capable of merger with the ad valorem tax roll files. GSG will develop test files and conduct test merger procedures to minimize errors.
- Task 11: Develop a plan to provide ongoing annual maintenance of the assessment program** Provide the County with a plan for ongoing assessment administration services to maintain the assessment program and database foundations, and annual implementation services to ensure adherence to statutory timeframes. If requested, the plan will outline the process for the County to maintain the database.

PROPOSED FEES

The lump sum fee for the proforma scope of services for GSG is as follows:

Project areas with less than 50 parcels	\$7,500 lump sum fee
Project areas with 50 – 250 parcels	\$12,500 lump sum fee
Project areas with 250 – 500 parcels	\$17,500 lump sum fee
Project areas with > 500 parcels	\$22,500 lump sum fee

The lump sum fee includes expenses related to actual costs associated with photocopies, long distance telephone charges, overnight delivery services and travel-related expenses. A lump sum method of compensation eliminates any uncertainty in the total fee.

The lump sum fee does not include the costs of producing and mailing the property owner surveys, first class notices and separate bills. These costs depend on the number of assessable parcels of property within the County. However, mailing and production costs are \$1.25 per parcel and are due and payable one week prior to mailing.

Including one on-site visit by GSG to conduct data collection, the lump sum fee for professional services includes an aggregate of one additional on-site visit to the County by GSG staff to meet with elected officials or property owners, if required. Meetings in excess of those contemplated may be arranged at our standard hourly rates.

ONLINE ASSESSMENT MANAGEMENT SERVICES

GSG's Technical Services Division offers data management tools to facilitate the maintenance and customer service components of special assessment programs. Our online service allows Internet-based data look-ups, payoff entry and reports in a user friendly web browser interface. Because only a web browser and Internet connection are need, implementation overhead is eliminated. GSG handles the databases, archiving and program code.

For more information please contact Mark Brown at 866-896-4747 or email mbrown@govserv.com.

ADDITIONAL SERVICES

In recognition that GSG is an organization dedicated to providing specialized assistance to local governments in developing innovative and efficient solutions to public sector issues, we shall, on an hourly or negotiated fee basis, also be available to provide additional services to the County on finance, revenue or other local governmental matters. Such services may be provided under a written change order, extension to this scope of services, or by separate agreement based on our standard hourly rates.